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# Air Resources Board

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Gray Davis  
Governor

## MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco  
Safety Coordinator

DATE: December 9, 2003

SUBJECT: SAFETY MEETING IDEAS – DECEMBER 2003

Suggested issues to discuss during your next meeting are:

### 1. Being Festive Yet Safe During the Holidays

- Make sure your holiday tree doesn't block doors, passage ways, thermostats or access to fire extinguishers.
- Have your tree mounted on a sturdy base so that it cannot be easily toppled.
- Take into consideration the affect that both artificial and live trees may have on indoor air quality. Some people may be sensitive not only to live trees but also to the materials used to make the trees fire retardant. Other people may be sensitive to dust that accumulates on artificial trees while in storage.
- To keep your live tree green, place it in wet sand or in water.
- Make sure that holiday lights are in good working order and are UL approved. If they are cracked, frayed or broken, it is time to replace them. Don't leave lights on overnight.
- The Headquarters Building has specific policies and procedures for holiday decorations at <http://epanet.ca.gov/HQBuilding/Decoration.pdf>

### 2. Winter Driving Tips From the California Highway Patrol

#### BAD WEATHER DRIVING TIPS

Slow down, allow extra time, leave extra distance between you and the car ahead, and gently apply brakes to avoid skids. Open window a crack if caught in stalled traffic to avoid carbon monoxide poisoning.

#### THINGS TO CHECK BEFORE DRIVING IN BAD WEATHER

Make sure the tires have plenty of tread, that the windshield wipers in good condition and washer full of fluid, there is a full gas tank, the defroster works, the muffler and exhaust are in good condition, and there is antifreeze in radiator.

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency

#### GOOD THINGS TO HAVE AVAILABLE:

Tire chains and tighteners, flashlight and batteries, flares, a small shovel, windshield scraper, warm, waterproof clothing and blankets, snacks and drinking water.

#### CALL AHEAD FOR ROAD CONDITIONS

California road info from California telephones 1-800-427-7623 (ROAD)

California road info from outside California 1-916-445-1534

Nevada road info 1-702-793-1313

Updated weather info also is available on the Internet: [www.dot.ca.gov](http://www.dot.ca.gov)

### **3. Depression**

Everyone gets the blues from time to time. Feeling sad is a normal, temporary reaction to the curve balls that life throws your way. But if feelings of sadness linger or start to interfere with your daily routine, you may be experiencing more than just a case of the blues. Every year more than 18 million Americans suffer from depression. It strikes men, women, and children of all races and socio-economic groups, causing them to lose motivation, energy, and the pleasure of everyday life. Depression often goes untreated because people don't recognize its many symptoms. The good news is that almost everyone who gets treated can soon feel better.

The May 2002 Employee Assistance Program's Living Healthy Working Well newsletter article takes a look at how depression differs from the blues, signs to look for, what you can do to feel better, and how to help someone who might be depressed. This article is available at:

<http://www.dpa.ca.gov/benefits/other/eap/news/May02.htm>. Your Employee Assistance Program (EAP) is available to you and your eligible dependents. EAP counselors are available 24 hours a day at 1-800-632-7422 to discuss your concerns and provide confidential assistance at no cost to you.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

Safety Meeting Ideas are also available on the safety web site at

<http://inside.arb.ca.gov/as/safety/mtginfo.htm>.

If you have any questions, I can be reached at (916) 323-1158 or [cfrancis@arb.ca.gov](mailto:cfrancis@arb.ca.gov).